

EXAMPLES OF WORK: (continued)

Makes recommendations to staff and/or governing bodies of facilities and negotiates plan for correction of deficiencies with officials of the facilities.

Explains and interprets state and federal licensure standards to officials and staff or providers of service.

Cooperates with administrators of facilities and professional groups in the preparation and presentation of educational programs for health and social care personnel.

Evaluates services performed and prepares reports on facility administration practices, skilled nursing services, physician staff practices, compliance with state and local laws and licensing codes, restorative therapy services, pharmacy services, clinical records, dietary services, laboratory and radiology department practices, social services and attention given clients' social needs, psychiatric or psychological services, utilization review committee activities and other systems of self-analysis, physical plant and proper maintenance of the facility and environment, institutional plans for protection of life, health and safety, health facility personnel practices and staffing needs, and construction codes.

Conducts special investigations in response to complaints, and prepares reports on findings.

MINIMUM QUALIFICATIONS: Three years of professional level experience in hospital or nursing home administration, public health administration, nursing, pharmacy, dietetics, medical technology, social services, or in related professions in the health and social care industry.

NOTE:

Selective certification in an individual field may be required for some positions to conform with federal standards.

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*Supersedes 78-7*



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STATE OF LOUISIANA  
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LONG TERM CARE REVIEWER

The examples of work given are intended only as illustrations of the various types of work performed in positions allocated to this job. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related or a logical assignment of the position.

FUNCTION OF WORK:

To review long term care facilities (i.e. skilled and intermediate care facilities, mental hospitals, institutions for the mentally retarded, group homes for the mentally retarded and adult day care centers) within the guidelines of the Title XIX Program.

LEVEL OF WORK:

Advanced journeyman.

SUPERVISION RECEIVED:

General from a Long Term Care Review Coordinator or agency official.

SUPERVISION EXERCISED:

None.

LOCATION OF WORK:

Department of Health and Human Resources; Office of Family Security.

JOB DISTINCTIONS:

Differs from the Long Term Care Review Coordinator by the absence of supervisory responsibilities.

EXAMPLES OF WORK:

Evaluates appropriateness and quality of care delivered by long term facilities in a region consisting of several parishes.

Reviews medical records and/or resident charts of patients receiving care under federal funding programs and reports on facility licensing and certification proceedings.

Interviews and observes each patient to determine if individual nursing and/or social needs are being met. Abstracts information from each file for use in utilization review process.

Prepares report on findings and recommendations for each facility concerning needs of patients, and completes other federal and state forms required to document review activities and appropriateness of continued treatment for each patient.

Serves as consultant to facilities as needed to assist in correcting deficiencies.

Conducts special investigations or inspections in response to complaints and prepares reports on findings and recommendations.

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*Supervisor 78-7*

(over)

LONG TERM CARE REVIEWER (continued)

EXAMPLES OF WORK: (continued)

Reviews and evaluates requests for medical equipment and prosthetic devices, obtains price quotes, makes recommendations to approve or deny request, and informs requesting agency or individual of decision. May monitor patient fund accounts.

MINIMUM QUALIFICATIONS: SEE ATTACHED

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## LONG TERM CARE REVIEWER

Either of the following will qualify:

1. A masters degree in social work plus two years of professional social services experience.
2. Three years of professional nursing experience.

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*Superseded 78-7*



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LONG TERM CARE REVIEW COORDINATOR

The examples of work given are intended only as illustrations of the various types of work performed in positions allocated to this job. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related or a logical assignment of the position.

FUNCTION OF WORK:

To supervise the review of long term care facilities (i.e. skilled and intermediate care facilities, mental hospitals, institutions for the mentally retarded, group homes for the mentally retarded and adult day care centers) relative to federal guidelines of the Title XIX program.

LEVEL OF WORK:

Supervisor.

SUPERVISION RECEIVED:

Broad review from the Family Security Policy Consultant 3.

SUPERVISION EXERCISED:

General over subordinate Long Term Care Reviewers or other professional staff.

LOCATION OF WORK:

Department of Health and Human Resources; Office of Family Security.

JOB DISTINCTIONS:

Differs from the Long Term Care Reviewer by the presence of supervisory responsibilities.

EXAMPLES OF WORK:

Supervises a Long Term Care Review Unit.

Evaluates subordinates' performance.

Approves annual and sick leave.

Evaluates quality, scope and effectiveness of long term care reviews conducted by regional staff and submits facility reports to state office.

Schedules special investigations and regular reviews for each facility.

Serves as consultant to facilities on issues such as admission, transfers and level of care.

Acts as assistant to the Medical Assistant Consultant in matters related to the Long Term Care Program.

Processes requests for medical equipment and prosthetic devices.

Submits regular reports on utilization control and on review activities.

Performs administrative functions such as reviewing and approving travel expenditures.

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*Supervisor 78-7*

(over)

LONG TERM CARE REVIEW COORDINATOR (continued)

EXAMPLES OF WORK: (continued)

Provides in-service instruction to staff members concerning matters such as changes in policies or procedures.

MINIMUM QUALIFICATIONS:

SEE ATTACHED

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*Supersedes 78-7*

## LONG TERM CARE REVIEW COORDINATOR

Either of the following will qualify:

1. A masters degree in social work plus two years of professional social services experience in the areas of psychiatric care, geriatric care or care of the mentally handicapped.
2. Three years of professional nursing experience at the journeyman level in the areas of psychiatric care, geriatric care or care of the mentally handicapped.

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*Supersedes 78-7*



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## HEALTH AND HUMAN SERVICES PLANNER SUPERVISOR

The examples of work given are intended only as illustrations of the various types of work performed in positions allocated to this job. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related or a logical assignment of the position.

### FUNCTION OF WORK:

To design, implement and/or supervise the most complex planning, program evaluation or research projects.

### LEVEL OF WORKS:

Supervisor.

### SUPERVISION RECEIVED:

General from a Bureau Director.

### SUPERVISION EXERCISED:

On a project or ongoing basis, or both, over a staff of subordinate planners.

### LOCATION OF WORK:

Department of Health and Human Resources; Office of Management and Finance; Research and Evaluation Unit.

### JOB DISTINCTIONS:

Differs from higher level jobs in that it does not involve supervision of the programs and functions of an entire Bureau.

Differs from lower level jobs in that it requires an advanced or expert level of substantive knowledge and methodological skills in the areas of planning, research or program evaluation; also differs from lower level jobs in that it generally requires a greater extent of supervisory responsibility.

### EXAMPLES OF WORK:

Designs and executes methodologically and substantively varied planning, evaluation, research and related projects of a particularly complex and/or sensitive nature pertaining to any of the several hundred programs of the Department or to private programs and facilities, including their administrative, budgetary, personnel, policy, procedural and substantive programmatic aspects.

Supervises one or more teams in conducting planning, evaluation and research; developing recommendations to the Secretary or Undersecretary regarding the efficiency and effectiveness of departmental programs; develops plans to take corrective action regarding problems found; and may serve on task forces to oversee implementation of recommendations.

Supervises the development and revision of statewide rules and regulations through the State Administrative Procedures Act procedures for all the offices and units of the department.

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*Supersedes 787*

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## HEALTH AND HUMAN SERVICES PLANNER SUPERVISOR (continued)

EXAMPLES OF WORK: (continued)

Directs department-wide activities pertaining to state legislative oversight of the agency, including coordination of information from the various offices and units of the agency and dealing directly with legislators and legislative staff.

Organizes, maintains and utilizes both hard copy and automated data systems on departmental programs, external agencies and broad social and health conditions and facilities for use in the performance of planning, evaluation, research, regulatory and other division programs.

Meets periodically with agency and other public and private officials in carrying out division functions.

Serves on or coordinates department-wide task forces to address some problem or need identified by the Secretary or Undersecretary.

Provides expertise and technical assistance to agency personnel regarding planning, evaluation, research methodology and/or policy development.

MINIMUM QUALIFICATIONS: Either of the following will qualify:

A master's degree in public health, research and statistics, sociology, psychology, social work, business or public administration plus four years of professional level experience in planning, program evaluation or research,

OR

Six years of professional level experience in planning, program evaluation or research.

SUBSTITUTIONS:

Graduate training in qualifying fields may be substituted for the required experience on the basis of 30 semester hours for one year of experience.

Graduate training in qualifying fields above the master's degree may be substituted for the required experience on the basis of 30 semester hours for one year of experience.

A doctorate in qualifying fields may be substituted for a maximum of four years experience.

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*Supersede 78-7*



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## HEALTH AND HUMAN SERVICES PLANNER 2

The examples of work given are intended only as illustrations of the various types of work performed in positions allocated to this job. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related or a logical assignment of the position.

### FUNCTION OF WORK:

To design, implement and/or supervise specific planning, program evaluation or research projects.

### LEVEL OF WORK:

Journeyman.

### SUPERVISION RECEIVED:

General from Health and Human Services Planning Director. Functional from a Health and Human Services Planner Supervisor.

### SUPERVISION EXERCISED:

May be exercised over a team of subordinate planners on a project basis.

### LOCATION OF WORK:

Department of Health and Human Resources; Undersecretary's Office.

### JOB DISTINCTIONS:

Differs from higher level jobs in that project assignments demand an intermediate rather than advanced level of methodological skill and substantive knowledge; differs also in that supervision is generally limited to one team of subordinate planners at a given time.

Differs from lower level jobs in that project assignments demand a higher level and broader range of methodological skill and substantive knowledge.

### EXAMPLES OF WORK:

Designs and supervises complex planning, evaluation, research and related projects using varied methodologies and pertaining to any of the several hundred programs of the department or to private programs and facilities, including their administrative, budgetary, personnel, policy, procedural and substantive aspects.

Supervises a team in conducting complex planning, evaluation and research; developing recommendations to the Secretary or Undersecretary regarding the efficiency and effectiveness of departmental programs; the development of plans to take corrective action regarding problems found; and may serve on task forces to oversee implementation or recommendations.

Organizes, maintains and utilizes both hard copy and automated data systems on departmental programs, external agencies and broad social and health conditions and facilities for use in the performance of planning, evaluation, research, regulatory and other division programs.

Meets as needed with agency and other public and private officials in carrying out research and other division programs.

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*Supervises 78-7*